

EMERGENCY MANAGEMENT  
MINUTES OF  
Sept. 13<sup>th</sup>, 2016  
Regular Meeting  
SALEM CONNECTICUT

Present:

E. Shafer, R. Martin, C. Martin, T. Martin, J. Miller, G. Householder, J. Cunningham

1). E. Shafer called meeting to order at 6:05pm.

2). Approval of Minutes from 08/09/2016

M/S/C (C. Martin/ R. Martin)

Vote: Unanimous

3). Guest: None

4). Public Comment: None

5). Old Business:

A). Everbridge: 163 Web registrations to date. R. Martin will purchase a new answering machine designated to the Everbridge phone line. Meeting reminders will be sent out as a "Polling" message, to determine probable attendance. C. Martin will contact Everbridge rep in MA to address some issues we have encountered. R. Martin will track the speed of residents response to message to learn where improvements can be made. We are still exploring possible option of including flyers in FD mailers.

B). Table Top Drill: The drill that was planned to take place on Sept. 21<sup>st</sup> 2016 has been postponed until Nov. 16<sup>th</sup> 2016. Pre-drill for EM will be 1 hour prior to monthly meeting on Nov. 9<sup>th</sup> 2016. Drill will be a HazMat incident and will last approximately 2 hours. J. Cunningham requested a time change from 5pm to 6pm on the day of the drill. This will help ensure that multiple agency can attend the drill.

C). EM Members: Motion was made to table this topic until Oct 2016.

M/S/C (C. Martin/ J. Miller)

Vote: Unanimous

6). New Business:

A). Meeting Date Change: The EM meeting for Nov 2016 has been changed due to room unavailable. The meeting scheduled for Nov 8<sup>th</sup> 2016 has been moved to Nov 9<sup>th</sup> 2016 at 6pm.

B). EPPI Drill: A new date has been set for the EPPI drill. The new date is Oct. 29<sup>th</sup> 2016. E. Shafer will inform us of any changes are made for this drill.

7). Other Business: None.

8). Open Discussion: None

9). Adjournment:

M/S/C (J. Miller/ R. Martin) Vote: Unanimous

Respectfully Submitted

Christina Martin